



**COUNTY OF SAN DIEGO**  
Great Government Through the General Management System – Quality, Timeliness, Value  
**DEPARTMENT OF HUMAN RESOURCES**

**CLASS SPECIFICATION**

**UNCLASSIFIED**

**DISTRICT ATTORNEY CRIME ANALYSIS ADMINISTRATOR**

**Class No. 000241**

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**■ CLASSIFICATION PURPOSE**

To plan, direct, and manage complex crime analysis studies and projects, to serve as a liaison with other criminal justice agencies on crime analysis efforts; and to perform related work.

**■ DISTINGUISHING CHARACTERISTICS**

This is a one-position class found only in the Office of the District Attorney. The incumbent reports directly to the District Attorney and is responsible for managing crime analysis studies and projects, which have regional and departmental implications. Responsibilities include planning, developing, directing, and conducting comprehensive research, data compilation, analysis, and making presentations of findings.

**■ FUNCTIONS**

**The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

**Essential Functions:**

1. Formulates and implements policies, procedures, and statistical standards for resource allocation and coordination with other law enforcement agencies.
2. Plans, directs, and conducts complex crime analysis studies and projects.
3. Researches and compiles crime analysis information using a variety of data information systems.
4. Analyzes data and prepares findings.
5. Develops policy, guided by results of data gathered.
6. Develops, implements, monitors, and updates computerized information systems for purposes of compiling analyzing, summarizing, and displaying crime analysis data.
7. Prepares comprehensive statistical and narrative reports pertaining to the quantitative and qualitative analysis of crime data.
8. Designs graphic presentations of crime analysis data.
9. Prepares and gives oral presentations to the Board of Supervisors, the Chief Administrative Officer, other agencies, and community groups pertaining to crime analysis findings.
10. Serves as a liaison with other County, Regional, State, and Federal criminal justice agencies concerning crime analysis data research and analysis, and coordination efforts.
11. Supervises staff assigned to crime analysis projects.
12. Represents the Office of the District Attorney on committees and task forces.
13. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Criminal justice system functions, organization, and operations.
- Principles and theories of criminal behavior and sociology.
- Federal, State, and local laws and regulations pertaining to criminal justice system operations.
- Data collection, analysis, and presentation.
- Principles and practices of public administration and management.
- Principles of automated information systems.
- Computer modeling techniques and systems.
- Principles and practices of supervision.
- Project management methods and techniques.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

### Skills and Abilities to:

- Plan, direct, and conduct complex crime analysis studies and projects.
- Assign, review, and evaluate the work of assigned staff.
- Research, compile, analyze, and summarize crime data.
- Interpret information, draw logical conclusions, and make sound recommendations.
- Communicate effectively, orally and in writing.
- Prepare clear, concise narrative and statistical reports.
- Make presentations to governing bodies, other agencies, and community groups.
- Develop, implement, and monitor computerized information systems and apply computer-modeling techniques.
- Establish effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. An example of qualifying education/experience is: a Bachelor's degree from an accredited college or university in Criminal Justice, Public Administration or a closely related field, AND three (3) years of progressively responsible experience conducting research and analysis which includes analysis of criminal justice related data and the use of computer information systems and computer modeling techniques.

A master's degree in a related field may substitute for up to one (1) year of the required experience. Experience supervising and/or leading staff in conducting projects or studies is highly desirable.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

### Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

**Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).**

**New: December 14, 2001**  
**Reviewed: April 2004**

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District Attorney Crime Analysis Administrator (Class No. 000241)

Union Code: UM

Variable Entry: Y